



The Mission of the Defiance County Board of Developmental Disabilities (DCBDD) is to enrich the lives and meet the needs of individuals with developmental disabilities and their community throughout their lifetime.

Job Title: Cafeteria Assistant

Work Location: 195 Island Park Ave.

Department: Operations

Reports To: Operations Manager and Principal

Full-time
 Part-time

Hours: Monday – Friday
8:30AM – 12:30PM

Exempt
 Nonexempt

Hourly
 Salary

Essential Duties and Responsibilities:

- Assist the Food Services Manager with the preparation and serving of breakfast and lunch to students and staff.
- Assist the Food Services Manager with the kitchen clean-up after breakfast and lunch has been served.
- Assist the Food Service Manager with the storing and stocking of inventory.
- Assist the Food Service Manager with the cleanliness of the kitchen and cafeteria areas; washing dishes, cleaning counters, sweeping and mopping floors as needed. Cleaning freezer, coolers, and storage area. Cleaning and sanitizing kitchen appliances, shelves, and work space
- May operate kitchen equipment including, but not limited to, dishwasher, sink, sprayer, broom & dust pan, etc.
- Responsible for wearing and maintaining the required safety gear outlined by the agency. Follows proper personal hygiene procedures that are necessary for the safe and sanitary handling of food.
- Attends and participates in various meetings, professional meetings, conferences, and inter-agency meetings, as assigned by the Food Service Manager, Operations Manager, Principal or the Superintendent.
- Other duties as are appropriate and assigned by the Food Service Manager, Operations Manager, Principal or the Superintendent.

Minimum Qualifications and Physical Requirements:

- Shall be able to follow verbal instructions.
- Basic knowledge in the preparation and service of quantity food.
- Basic knowledge of food safety and sanitation.
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Shall be physically able to lift, bend and move individuals in a safe manner according to in-service training.
- Successfully pass a physical examination and drug test after job offer.
- Must be able to lift, carry, push and or pull up to 50 lbs.
- Bureau of Criminal Identification and Investigation (BCII), Federal Bureau of Investigation (FBI), and abuser registry clearances.

Work Conditions

- May be exposed to individuals who exhibit aggressive behaviors.
- May be exposed to infectious/contagious disease as part of employment setting.
- Ensures and maintains harmonious and effective relationship with other employees, consumers, parents/guardians, local school districts and state and local community service agencies.

- Knowledge and utilization of universal precautions to prevent the spread of infectious/contagious diseases.
- Maintains confidentiality and follows appropriate chain of command.
- Adheres to all local, state, and federal laws, and County Board of Developmental Disabilities policies and procedures.

Employee Understanding and Agreement

I understand and will perform the duties and requirements specified in this job description.

Print Employee Name:

Employee Signature:

Date:

Date Originated: 7/21/2005

Revised: 7/19/2024